

## 10. Regulations for Semester System

### MEHRAN UNIVERSITY OF ENGINEERING AND TECHNOLOGY

**Regulations (Revised) regarding the General Scheme of Studies for the Bachelor's Degree Programs (including B.E, B.Arch., B.CRP., BS and BBA) of the Mehran University of Engineering and Technology, under Section 47(1) (n) of the Act 1977.**

1. **Short Title.** These Regulations may be called the Mehran University of Engineering and Technology Bachelor of Degree Courses Regulations 2019, repealing such regulations framed by the University authorities (if any).
2. These Regulations shall be subject to the Mehran University of Engineering and Technology General scheme of Studies for the Bachelor's degree courses Statutes 2012.
3. **Commencement.** These Regulations shall be deemed to have come into force with effect from **19-Batch.**
4. **Definitions.** In these Regulations unless otherwise expressly stated,
  - i. "University" means the Mehran University of Engineering and Technology, Jamshoro.
  - ii. "Academic Year" means the Academic Year of the University.
  - iii. "Spring / Fall Semester" means a Period of 21 weeks out of an academic year for teaching and evaluation and /or guidance of the students of the University.
  - iv. "Summer Semester" means a Period of 08 weeks out of an academic year for teaching and evaluation and /or guidance of the students of the University.
  - v. "Vice-Chancellor", "Pro Vice Chancellor", "Dean", "Director", "Chairman / Chairperson" "Teacher" and "Controller of Examinations" means respectively the Vice-Chancellor, the Pro Vice Chancellor, the Dean of Faculty, the Director of Institute, the Chairman/ Chairperson of Teaching Department, the Teacher and the Controller of Examinations of the University.
  - vi. "Departmental Committee". Each Department/ Institute will have a Departmental Committee consisting of three senior most teachers of the Department / Institute including Chairman/ Chairperson / Director as convener.
  - vii. "Credit Hours (C.H.)" have been defined in section 6.
  - viii. "Quality Point (Q.P.), Grade Point Average (G. P.A.), and "Cumulative Grade Point Average (C.G. P.A.) has been defined in section 17.

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*Approved by Academic Council in its 95<sup>th</sup> Special meeting held on 30<sup>th</sup> July, 2019, vide resolution No.95.2 and approved by the Syndicate in its 148<sup>th</sup> meeting held on 30<sup>th</sup> August, 2019, vide Resolution No.148.8 (iii).*

5. Undergraduate Structure of Bachelor's Degree Course in Engineering, City & Regional Planning, Architecture, Business Administration, Mathematics, Computer Science and English is given below Table 5.1

**Table-5.1**

Total No. of Credit Hrs. (Minimum)	124
Total No. of Credit Hrs. (Maximum)	140
Semester Duration	Minimum of 16 weeks of teaching excluding examinations
Course Duration	Minimum of 8 semesters

	Maximum time limit of 6 years, further extendable for one year with the approval of Statutory Bodies
Summer Session	For deficiency / failure, repetition of courses up to 9 credit hours (08 Weeks duration)
Course Load per Fall/Spring Semester for Regular Full-Time Students	15-18 Credit Hours (In special cases 15 - 19 Credit Hours)
Minimum of 160 and Maximum 180- Credit hours for 5-year degree program	

## 6. Credit hours for undergraduate degrees

- 6.1 A credit hour means teaching/learning a theory course for one hour each week throughout the semester.
- 6.2 One credit hour in laboratory or practical work/project would require lab contact of three hours per week throughout the semester.
- 6.3 The credit hours are denoted by two digits within brackets with a plus in between. The first digit represents the theory part while the second (right side) digit represents the practical. Below Table 6.1 gives the possible distribution of Theory and Practical Credit hours.

**Table 6.1 Distribution of Theory and Practical Credit Hours**

Credit Hours	Distribution in Theory and Practical Hours
01	(0+1)
02	(2+0) / (0 + 2)
03	(3+0) / (2 + 1) / (0 + 3)
04	(3+1) / (0 + 4)

## 7. Course layout for undergraduate students

- 7.1 All undergraduate degree programs are composed of 124-140 Credit Hours in which 124 represents the minimum and 140 represents the maximum credit hours required to be completed.
- 7.2 5-year undergraduate degree program (Bachelor of Architecture) is composed of 160-180 Credit Hours in which 160 represents the minimum and 180 represents the maximum credit hours required to be completed, subject to meeting the requirements of the respective Accreditation Councils.
- 7.3 For Engineering Programs:  
  
The courses for the Engineering programs will consist of 65 – 70 % of curriculum towards the discipline specific areas of concentration as required by Accreditation council. Non-Engineering courses will be of 30 – 35 %.
- For Social and Basic Sciences:  
The courses for Social and Basic Sciences disciplines will consist of 60-65% of curriculum towards the discipline specific areas and 35-40% minor/elective
- 7.4 Project: Every student should write a thesis project report / Business Plan in the final year, of 06 credit hours individually on an approved research.  
[to be adopted from F-16 Batch, max. 03 students in a group, further review will be made to reduce the no. of student].
- 7.5 **Internship:** Students should be encouraged to do internship in industry/ research/ business organization.

## 8 Fall / Spring Semester

8.1 There will be two regular semesters (Fall, Spring) in an academic year. Following is the breakup:

i.	Teaching duration of Fall semester	16 Weeks
ii.	Conduct of Mid Semester Exam	01 Week
iii.	Preparation of final Fall Semester Exam	01 Week
iv.	Conduct of final Fall Semester Exam	02 Weeks
v.	Semester Break	01 Week
vi.	Teaching duration of Spring Semester	16 Weeks
vii.	Conduct of Mid Semester Exam	01 Weeks
viii.	Preparation of final Spring Semester Exam	01 Week
ix.	Conduct of final Spring Semester Exam	02 Weeks
x.	Semester Break	01 Week
xi.	Summer Break / Summer Semester	08 Weeks
xii.	Winter Break	<u>02 Weeks</u>

**Total: 52 Weeks**

## 9 Summer Semester

9.1 Summer semester will be offered as an optional semester of 08 weeks duration. Students will be offered courses to remove deficiencies and can register up to 09 credit hours for summer semester.

9.2 Moreover, a student who has either failed or has been stopped to take the examination due to shortage of class attendance or wishes to improve his/her grade is allowed to register in summer semester.

9.3 The contact hours per week during the Summer Semester will be doubled to ensure that the course is completely taught in a summer session with half of the duration as compared to a regular (Fall/Spring) semester.

9.4 All the qualifying rules for Fall / Spring semester will be applicable to summer semester.

9.5 There will be no supplementary / special examination after the adoption of summer semester (for the batch with which it is going to be adopted).

9.6 The course in summer semester will be offered with the minimum course registration of 05 students (where intact of students is small, minimum course registration should be 50 % failure students)

## 10 Academic Calendar

10.1 The calendar will include the following information: to be adopted from next academic year.

- Date of start of classes
- Conduct of mid semester
- Date of suspension of classes
- Schedule of examination
- Display of sessional marks
- Examination preparation up to
- Conduct of final semester exam
- Announcement of results
- Mark sheet / Transcript issues dates.

The academic calendar will be prepared for Fall semester and Spring semester of each academic year.

10.2 In case a university is closed due to unusual circumstances, then makeup classes must be arranged converting weekends or holidays or evening classes to working days or evening classes to cover the lapsed period of the students.

## 11 Withdrawal of Courses from Fall / Spring Semester

- 11.1 Students may be allowed to withdraw from a course during first 6 week of the semester. In such a case the transcript shall record that the student enrolled in the course and withdrew. Consequently, grade W will be awarded to the student which shall have no impact on the calculation of the CGPA of the student.
- 11.2 A student withdrawing after the 6<sup>th</sup> week shall be automatically awarded "F" grade which shall count in the GPA and stay on the transcript.

## 12 Repeating courses / improvement of CGPA

- 12.1 If a student gets 'F' grade, she/he will be required to repeat the course. However, "F" grade obtained earlier will also be recorded on the transcript.
- 12.2 Undergraduate students may be allowed to repeat a course in which she/he has obtained grade "C" & below. In such a case both the previous and new grade obtained will be recorded on the transcript, however, only the better grade shall be used in the calculation of CGPA.
- 12.3 In case of CGPA improvement, it would be recorded with (Imp) on the transcript.

## 13 Attendance

Minimum 75 % attendance in a course is required to appear in the examination of that course. (Condonation may be limited to 70%)

## 14 Examination

- 14.1 In each semester, students may be required to appear in quizzes, tests, mid semester, final semester examinations, presentations (individual/group), group discussion, and submit projects/ assignments/ lab reports etc. These assessment marks (to be determined by the teacher concerned) will have different weightage contributing towards the overall assessment in percent marks.

This weight age may be determined on the basis of following table:

### THEORY

Sr. No.	Description	Theory of Maximum 100 marks	Theory of Maximum 50 marks
i.	Quizzes / Test(s)	10	05
ii.	Assignments / Project / Presentation	10	05
iii.	Mid Semester Exam: (with No Option)	20	10
iv.	Final Semester Exam:	60	30
	<b>Total Marks</b>	<b>100</b>	<b>50</b>

### PRACTICAL

#### Max. Marks (100%)

- i. Lab Rubric 30%
- ii. Mini Project / Open ended lab 10%
- iii. Semester Lab Exam 60%
- (a) Objective type test (30%)
- (b) Conduct of Pr/Viva voce (30%)

## PROJECT

Semester	Thesis Credit Hours	Thesis Credit Marks	Maximum Sessional Marks (By Supervisor)	Maximum Marks for Thesis Viva Voce / Exam		
				Internal	External	Chairman
7 <sup>th</sup>	3	100	25	25	25	25
8 <sup>th</sup>	3	100	25	25	25	25

- 14.2 In the beginning of a semester, the instructor of each course should hand out a syllabus providing information to the students about assessment criteria, paper specification, schedule of material to be taught (TTP and Lesson Plan), take home assignment policy, recommended reading materials and any other information important for the successful completion of the course and its requirements.
- 14.3 To implement semester system effectively the subject teacher must display his/her provisional result within five days after the conduct of final exam of that subject and submit the same to the controller of examination for final announcement.
- 14.4 External examination system will be only for Project/Thesis / Business Plan Examination.

### 15 Grade Equivalent

GRADE	GRADE POINT	PERCENTAGE OF MARKS
		THEORY / PRACTICAL / PROJECT
A+	4.0	> 90%
A	3.5	90% - 83%
B+	3.0	82% - 75%
B	2.5	74% - 65%
C+	2.0	64% - 60%
C	1.0	59% - 50%
F	0.0	< 50%

*Note: The results will be prepared on the basis of Grade Point Average (G.P.A). Fraction is to be considered as a whole number.*

### 16 **Computation of semester grade point average (GPA) and cumulative grade point average (CGPA)**

#### 16.1 **Quality Point (Q.P.)**

For computation of the (G.P.A.) the quality point (Q.P) is first determine by the multiplying the value of the grade earned by the students with the Credit Hours of the that course, e.g., if a student obtain "A+" grade for a three credit hours course then this quality point will be calculated as follows: (Q.P.) = 4 x 3 = 12

#### 16.2 **Grade Point Average (G.P.A).**

Grade point Average is an expression for the average performance of a student in the course he/she has been offered during a particular semester. This is calculated by adding the quality points of all the courses taken, divided by the total number of Credit hours offered:

$$(\text{G.P.A}) = \frac{\text{Sum of Quality Points}}{\text{Sum of the Credit Hours}}$$

#### 16.3 **Cumulative Grade Point Average (C.G.P.A)**

The Cumulative Grade Point Average (C.G.P.A) is the expression describing the performance of a student in all semesters is determined by the following way:

$$(\text{C.G.P.A}) = \frac{\text{Sum of Quality Points for all the courses appeared}}{\text{Sum of the Credit Hours for all the courses appeared}}$$

## 17 CGPA required for the completion of undergraduate

- 17.1 For completion of the degree, the minimum qualifying CGPA for BE/BS Students is 2.00.
- 17.2 In case a student secures less than 2.00 CGPA (minimum qualifying CGPA) at the end of final Semester, she/he may be allowed to get re-admission in one or more courses, in which his/her Grade is below C, provided that she/he is not debarred under the CGPA Improvement (as defined in Section 12) and time duration specified for the program (as defined in table 5.1)

## 18 Transfer of credit hours for undergraduates

- 18.1 Credits are transferred on course-to-course basis i.e., a person taking course A at University X is allowed to transfer his/her credits to University Y provided that course A is equivalent to course B taught at the Y University.
- 18.2 No credit hour of a course will be transferred if the grade is less than C for undergraduate.
- 18.3 Credit hours may only be transferred between duly recognized HEIs and Internationally recognized Universities.

## 19 Format of final transcript

The final transcript for the award of degree includes following information:

### Front Side:

- Name of Student
- Father's Name
- Surname/Last Name
- Date of Birth
- Roll No.
- Enrolment No
- Name of the Program
- Date of Admission into Degree Program
- Semester Wise Break-up
- Subjects Name along with Credit Hours
- Type of Enrolment – Full Time
- Picture of the Applicant be Printed on Transcript
- Date of Completion of Degree Requirements
- Mode of Study – Regular
- Medium of Instruction- English
- Online Result Verification Key/ID (Front Side at the End of the Transcript)
- GPA/CGPA (at the End of the front side of Transcript)

### Back Side:

- Basic Admission Requirement of the Program
- Previous Degree held by the student along with Institution Name
- Credit Hours Exempted/Transferred if any/applicable.
- CNIC No. for Pakistani and Passport No. for Foreign Students
- Grading System must be mentioned on Back Side of the Transcript
- Charter Date of the University/DAI may be mentioned
- Name of Campus/College be mentioned along with HEC Permission Date
- Signature of Issuing Officer(s) (Front and Back Side at the end of the Transcript)
- The transcript must have the water-mark seal on it.
- For equivalence of CGPA to percentage, for Transcript purpose only, below Table be placed

CGPA	4.00	3.5–3.99	3.3–3.49	2.5–2.99	2.0–2.49	1.0–1.99
Equivalent %age	95	87	79	70	62	55

## **20 Departmental Committee**

Each Department/ Institute will have a Departmental Committee consisting of three senior most teachers of the Department / Institute including Chairman/ Director to assess the progress of the students during the semester and the results of all the examinations including the final semester examination. In case of any discrepancy in the results, during scanning process, the concerned committee will assign a subject expert (other than the Subject teacher) for rechecking the Scripts. The final recommendations of the Departmental Committee concerning the results will be submitted through the concerned Dean and Pro Vice Chancellor / Vice Chancellor for consideration and approval.

## **21 Course file**

Maintaining the Course File is compulsory for all faculty members. It should have complete record of every activity that happens during the course. The course file should contain:

### **(For Theory)**

1. Academic Calendar
2. Course contents with defined CLOs, taxonomy level and linking to PLOs
3. Tentative Teaching Plan
4. Lesson Plan
5. Classes Time Table and student counselling hours including record of makeup classes (if any)
6. Semester Progress Report
7. Student's attendance register
8. Teaching material
9. Class sessional activities and record (Tests/ Assignments / etc. with solutions)
10. Mid Semester and Final Exams Question papers and solutions
11. Sample of best, worst and average answer sheets of Tests / Assignment / Exams
12. Award Lists
13. Assessment Sheet conforming to the CLOs and PLOs
14. Course Evaluation Report

### **(For Practical)**

1. Academic Calendar
2. List of Experiments
3. Tentative Teaching Plan
4. Laboratory Time Table
5. Student's attendance register
6. Laboratory Manual / Workbook
7. Rubrics Sheet
8. Sample of Objective type paper with solution
9. Sample of Best, Worst, and average Objective type test
10. Award Lists
11. Assessment Sheet conforming to the CLOs and PLOs
12. Course Evaluation Report

## **22 Freezing of Semester**

- 22.1 If a student freezes a semester(s), she/he will resume his/her studies from the same stage where she/he left (froze). No freezing during the semester will be allowed. The maximum duration of the degree program shall remain the same.
- 22.2 The duration of Freezing is one year; a candidate who gets a semester freeze can get readmission next year with upcoming session.

## **23 Indiscipline in Examinations**

23.1 Any candidate found guilty of following matters; his/her case will be submitted to Unfair Means Cases Committee constituted by the University. This committee will be constituted of 02 senior faculty members, Director of student's affairs, headed by senior Professor of the University.

- i Removes a leaf from his/her answer book, the answer book shall be cancelled.
- ii Submits forged or fake documents in connection with the examination.
- iii Commits impersonation in the examination.
- iv Copies from any paper book or notes.
- v Mutilates the Answer Book.
- vi Possesses any kind of material, which may be helpful to his/her in the examination.
- vii Does anything that is immoral or illegal in connection with the examination and which may be helpful to him/her in the examination.
- viii Refuses to obey the invigilation staff or refuses to follow the instructions issued by the University in connection with the examination.
- ix misbehaves or creates any kind of disturbance in or around the examination center
- x Uses abusive or obscene language on the answer script.
- xi Possesses any kind of weapon in or around examination center.
- xii Possesses any kind of electronic device which may be helpful in the examination

His/her case shall result in penalties keeping in view the nature and intensity of offence.

- i. Cancellation of paper\*.
- ii. Suspension from program for one semester.
- iii. Heavy and light Fine
- iv. Expulsion forever from the University.
- v. Any other.

\* Unfair Means Cases Committee will decide that the student will have to appear in summer semester / with regular semester for the cancelled paper.

#### **24. Appeal against the decision of the Unfair Means cases Committee**

If a student is not satisfied with the decision of the Unfair Means Cases Committee, she/he can submit his/her appeal within a week after the decision of the Committee to the Vice Chancellor. No appeal shall lie against the decision of the Syndicate.

#### **25. Probation**

Probation is a status granted to the student whose academic performance falls below the minimum University standard.

- i. The students acquiring less than 1.70/4.00 GPA in a semester but passing in all papers will be promoted with the condition to achieve more than 2.0 GPA in the next semester and she/he will be put on probation for the next semester.
- ii. The students acquiring GPA 1.7 and above but failing in any paper(s) will be placed on probation and promoted to the next semester conditionally. They will have to be registered for summer semester to improve the grade.
- iii. Students acquiring GPA less than 1.7 in two consecutive semesters and failing in any paper(s) even after attending summer semester for one academic year will have to seek re-admission. Re-admission will be allowed only twice during 4 years undergraduate degree program. Re-admission will be allowed after the payment of full admission fee.

#### **26 Permission of writer for special students**

26.1 A visually impaired student may be allowed to attempt the Mid/Final Examinations of the University on Braille/ Computer/any other means of facilitation.



26.2 In case a student is physically handicapped/visually impaired, she/he may apply to the Chairperson of the respective department (with medical certificate as proof of her/his disability) for permission to engage a writer in Tests/ Examinations of the University two weeks before the start of Tests/ Examinations. She/he will be allowed 45 minutes (maximum) extra time to solve the question paper.

26.3 The qualification of the person who acts as writer of a handicapped student must be at least one step lower than that of the student. (e.g., for level 6 student, the writer should be at the most of level 5).

## **27 Damaged / Lost Answer Script**

In an exceptional case where an answer script is damaged, lost or destroyed due to unavoidable circumstances, then the student may be given the following options:

- i Average marks shall be awarded to the student in that subject/course.
- ii In case of Final Year Examination, if the candidate so desires, she / he shall be given another chance as a special case to take the Examination in that subject/course in the next examination and no examination fee shall be charged from the student.

## **28 Awards and Distinctions**

- i. Medals / Positions will be awarded to the students passing their courses / papers in Semester System in the first attempt only.
- ii. In the Semester System, Letter Grades will be awarded on the basis of GPA / CGPA and Positions would be given on the basis of CGPA. In case two or more students are acquiring same CGPA only then the Positions will be shared among those students.
- iii. No medal and position will be granted to candidates who passed the examination in 2<sup>nd</sup> attempt.
- iv. No Medal / Roll of Honor will be awarded in the case of improving CGPA.
- v. The disciplines where number of students is less than 05, no position will be awarded in semester system.